



## Washington County Report of Injury Supervisor's Checklist

1. Instruct the employee to complete a Report of Injury - Employee form.
2. As the supervisor when the injury occurred, complete the First Report of Injury – Supervisor form.
3. Fax Employee & Supervisor Report of Injury forms to Kathi Shorr at HR (652-5808) prior to the employee seeking medical attention OR within 24 hours, so that Kathi can begin follow-up with Workers Compensation. However, in the event of an emergency, do not delay medical care to complete paperwork.
4. If requested by HR, include a copy of witness statements with Report of Injury documents.
5. An Authorization for Medical Treatment form must be completed prior to, and presented upon, seeking medical treatment.
6. If the injured employee needs to see a doctor, provide them a ride to:
  - a. WorkMed (near Coscto); or
  - b. InstaCare (adjacent to hospital), if WorkMed is closed; or
  - c. The Emergency Room at the hospital, if the injury requires emergency care or WorkMed and Insta Care are closed.
7. All injured employees going to WorkMed, InstaCare, or the Emergency Room need to take an alcohol and drug test. However, at InstaCare and the Emergency Room, the alcohol and drug test needs to be requested (ask the medical staff to contact Jelaine Shrum at 801-338-1536).
8. **If the injured employee feels that the injury is not severe enough to see a doctor, instruct the employee to complete a First Report of Injury form anyway (in case the injury becomes a bigger problem later). Otherwise, the employee may be responsible for all associated future medical care costs.**

**PLEASE PRINT CLEARLY ON ALL FORMS**



**Intermountain<sup>®</sup>**  
**WorkMed**

Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

## Authorization for Medical Treatment

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

☐ Injury \_\_\_\_\_ ☐ Date of Injury \_\_\_\_\_

☐ Drug Screen/ DOT \_\_\_\_\_ ☐ Non DOT \_\_\_\_\_

☐ Breath Alcohol \_\_\_\_\_

☐ Physical (type) \_\_\_\_\_ ☐ DOT \_\_\_\_\_

Other: \_\_\_\_\_

## Go to the following Intermountain WorkMed clinic:

☐ **Burley**  
1338 Hilan Ave. Suite B  
Burley, ID 83318  
(208) 678.1126  
fax: (208) 678.5226  
M-F 8am – 5pm

☐ **Cedar City**  
962 South Sage Dr.  
Cedar City, UT 84720  
(435) 865.3460  
fax: (435) 865.6465  
M-F 9am – 5pm

☐ **Layton**  
2075 North 1200 West  
2nd Floor  
Layton, UT 84041  
(801) 776.4444  
fax: (801) 776.1791  
M-F 7:30am – 3:30pm

☐ **Logan**  
412 North 200 East  
Logan, UT 84341  
(435) 716.2850  
fax: (435) 713.2860  
M-F 8am – 5pm

☐ **Mt. Pleasant**  
1100 South Medical Dr.  
Mt. Pleasant, UT 84647  
(435) 462.2441  
drug screen: (435) 462.4139  
fax: (435) 462.4179

☐ **Murray**  
201 East 5900 South #100  
Murray, UT 84107  
(801) 288.4900  
fax: (801) 288.4905  
M-F 8am – 5pm

☐ **Ogden**  
1355 West 3400 South  
Ogden, UT 84401  
(801) 387.6150  
fax: (801) 399.2572  
M-F 7:30am – 5:30pm

☐ **Orem**  
830 North 980 West  
Orem, UT 84057  
(801) 724.4000  
fax: (801) 724.4401  
M-F 8am – 5pm

☐ **Salt Lake**  
1685 West 2200 South  
SLC, UT 84119  
(801) 972.8850  
fax: (801) 973.9671  
M-F 7:30am – 5:30pm

☐ **Springville**  
385 South 400 East  
Springville, UT 84663  
(801) 491.6400  
fax: (801) 491.6449  
M-Th 8am – 5pm

☐ **St. George**  
385 North 3050 East  
St. George, UT 84790  
(435) 251.2630  
fax: (435) 627.0316  
M-F 9am – 5pm

☐ **Tremonton**  
905 North 1000 West  
Tremonton, UT 84337  
(435) 207.4707  
fax: (435) 207.4715  
M-F 8am – 5pm

InstaCare/Emergency Department - The employer requests that where medically appropriate, direct patient to WorkMed Clinic for follow-up care and forward all appropriate medical records to WorkMed.

HB1074-10/10

**Washington County Sheriff's Office**  
**ADMINISTRATIVE DIVISION**  
**Medical Facilities**

For non-emergencies: Mondays-Fridays 9:00 am to 5:00 pm:

**WorkMed**

385 North 3050 East  
St. George, UT 84790

251-2

For non-emergencies: Mondays-Fridays 5:00 pm to 9:00 pm, Saturdays-Sundays 9:00 am to 9:00 pm  
(anytime WorkMed is closed).

**InstaCare**

577 South River Road  
St. George, UT 84790  
688-6300

Request staff to contact: Jelaine Shrum at 801-338-1536

For emergencies (and for non-emergencies anytime WorkMed and InstaCare are closed).

**Emergency Room** (hospital)

1380 E. Medical Center Dr.  
St. George, UT 84790  
251-1000

Request staff to contact: Jelaine Shrum at 801-338-1536